



**STATUS OF RESOURCES AND TRAINING
SYSTEM (SORTS)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Pages: 3
Distribution: F

The OPR for this supplement is 30 SW/WOC. This supplement extends the guidance of Air Force Space Command (AFSPC) Supplement 1 and Air Force Instruction (AFI) 10-201 dated 4 May 2000, **Status of Resources and Training System (SORTS)**. This supplement applies to all 30th Space Wing and tenant measured units with an active Designed Operational Capability (DOC) Statement, the Personnel Readiness Unit (DPMDX), Manpower and Organization Office (MO), Logistics Plans & Programs (XPL) and the Wing Operations Center (WOC).

1.12.8.1.1.3. (Added) To ensure individuals are not double counted, unit and group commanders must coordinate with the appropriate unit or group commander prior to including that unit's personnel in the commander's assessment of their SORTS report.

1.16.2.1.1.1. (Added) The Wing SORTS Manager will schedule appointments for unit monitors to turn-in monthly SORTS validation reports. The appointment schedule will be sent to unit SORTS Monitors via E-mail no later than the first Friday of each month. Turn-in appointments will normally be scheduled for the third or fourth week of the month (depending on how the days of the month fall). Unit monitors will make every effort to meet the scheduled appointment time. If a conflict exists with the scheduled appointment, unit monitors will immediately notify the Wing SORTS Manager (6-0964 or 6-9961) so that an alternate date/time can be scheduled.

1.16.2.2. Upon receipt of a DOC Statement for a measured unit, the Wing SORTS Manager will notify the appropriate Unit SORTS Monitor who will review the DOC Statement for any discrepancies. The Unit SORTS Monitor will ensure the unit commander reviews and signs the DOC Statement. The Unit SORTS Monitor will maintain a copy of the signed DOC Statement for the unit's files and return the signed original to the Wing SORTS Manager within three working days of receipt. The Wing SORTS Manager will distribute copies of the unit DOC Statements to Logistics Plans & Programs (XPL), Personnel Readiness Unit (DPMXX) and the Manpower and Organization Office (MO).

1.16.2.2.3. (Added) Upon receipt of the annual reviewed/revised DOC Statement from HQ AFSPC, the Wing SORTS Manager will set up an appointment with the applicable Unit SORTS Monitor for unit unique training. The Wing SORTS Manager and unit monitor will go over each item listed on the DOC Statement and ensure the unit monitor understands the unit's reporting requirements. Any questions will be addressed to the unit Functional Area Manager or the SORTS office at HQ AFSPC.

1.16.2.4.1. (Added) Unit commanders must not appoint Unit SORTS Monitors until they are properly trained. It is recommended that unit monitors attend the SORTS Data Handler Course for initial SORTS training. This training is set up through the Wing SORTS Manager and is provided by the SORTS Mobile Training Team. If necessary, the Wing SORTS Manager will train unit monitors until they are able to attend the course.

1.16.2.4.2. (Added) The Wing SORTS Manager will conduct unit monitor quarterly training meetings. Every measured unit must send at least one monitor, however, all monitors should attend if possible. Attendance will be documented. Units unable to send a representative must schedule make-up-training with the Wing SORTS Manager.

1.16.2.4.3. (Added) Prior to assuming SORTS Manager responsibilities, personnel will complete the WOC SORTS initial training outline and complete a 25-question open book test. The minimum passing score is 90 percent, critiqued to 100 percent. Training will be conducted by a certified SORTS Manager.

1.16.2.5.1. (Added) The Wing SORTS Manager will hold an initial commander's training session once each month or as necessary. Commanders of measured units, commander's designated representatives, group commanders and the wing and vice wing commander will receive commanders SORTS training upon assuming command or prior to being identified as a designated representative authorized to sign SORTS reports. Units must ensure this requirement is incorporated into the unit in-processing checklist for newly assigned commanders and designated representatives authorized to sign SORTS reports. Unit SORTS Monitors will keep the Wing SORTS Manager informed of commander and designated representative changes.

1.17.2.1.1. (Added) Unit SORTS Monitors must take care in accurately computing SORTS figures. A second qualified person must verify SORTS computations. Unit SORTS Monitors will have written procedures on accomplishing the verification of SORTS computations.

1.17.2.3.1. (Added) In addition to the monthly validation report, units must submit a C-Status update report when one of the following situations occur: A change in the unit's overall C-level, overall reason code, measured area level, measured area reason code, forecast date, 3, 6 and 12 month remarks or when requested by higher headquarters. C-Status update reports must be submitted to the Wing SORTS Manager immediately. These reports must reach the JCS database within 24 hours of the known degradation where corrections will not be made within DOC response time. The Wing SORTS Manager can be contacted through the Wing Operations Center (ext. 6-9961) at any time. If a C-Status update report requires submission, and there is not a SORTS manager on duty, the WOC controllers will recall the SORTS manager or alternate to the WOC to process the report. **Units must not wait until the end of the month to send a C-Status update report.** The 24 hour timeline must be strictly adhered to.

1.17.2.4.1. (Added) Unit SORTS Monitors will pick up copies of the C-Status reports (HSORTS reviews) and the HQ AFSPC briefing slides (for units reporting C-1X or below overall, and/or forecasting below C-1) from the WOC when notified by the Wing SORTS Manager. This will usually be the first week of the month. Unit SORTS Monitors are required to validate the C-Status reports. This requires a thorough review of reported information. The validation process is extremely important, as the information in the

report is what JCS views when assessing the unit's capability to meet its wartime mission. If any errors are discovered during the validation process, notify the Wing SORTS Manager **immediately** so that the information can be corrected. Unit Commanders must review both the C-Status reports and HQ AFSPC briefing slides prior to signing the unit's SORTS report.

1.17.2.6. (Added) Unit SORTS Monitors will maintain a continuity book containing the following items: Letter appointing at least one primary and one alternate SORTS monitor signed by the unit commander, letter appointing individuals authorized to sign SORTS reports (with signature samples) signed by the unit commander, all applicable guidance messages from higher headquarters, unit specific procedures, training documentation for unit monitors (certificate or letter) and a letter showing annual review by the Wing SORTS Manager or The Staff Assistance Visit (SAV) Team.

1.17.2.7. (Added) Unit SORTS Monitors will maintain a classified SORTS folder containing the following items: Current unit DOC Statement, SORTS reports for the last three months and any supporting documentation for worksheet computations, C-Status reports (HSORTS) for the last three months and AFSPC briefing slides for the last three months (if applicable). All items stored in the classified folder must be marked with the appropriate classification on the top and bottom, front and back of each page. Unclassified pages must also be marked when in a classified book. The folder will be marked on the top and bottom, front and back with the appropriate classification.

3.1.1.8. (Added) Unit SORTS Monitors must verify that personnel worksheets identify accurate total and critical AFSC authorizations as required by AFI 10-201, unit DOC Statement, Unit Manning Document (UMD) and UTC requirements. Unit SORTS Monitors must track changes to critical and non-critical authorizations and update SORTS worksheets as changes to AFI 10-201, AFSPC Sup 1, 30 SW Sup 1, DOC Statement, UMD and UTC requirements occur.

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